

Department of Consumer Affairs**Position Duty Statement**

HR-041 (new 05/2019)

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Classification Title	Board/Bureau/Division
Inspector I, Dept. of Consumer Affairs	Board of Barbering and Cosmetology (BBC or Board)
Working Title	Office/Unit/Section / Geographic Location
Licensee/Salon Inspector I	Inspection Program /
Position Number	Name and Effective Date
636-110-8834-XXX	

General Statement: Under the direction of the Inspector III (Supervisor), the Inspector I is responsible for conducting targeted (directed), initial and random inspections of establishments, preparing inspection reports, and participating in legal proceedings pertaining to inspections. Specific duties include, but are not limited to the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

65% (E) Field Inspections

Randomly conducts unannounced inspections of establishments and schools in which cosmetology, barbering, esthetician and electrology services are performed to determine compliance with the Board laws and regulations and Health and Safety regulations. Identifies and documents violations on inspection report. (45%)

Independently or with assistance conducts directed inspections of establishments in which the Board's Enforcement Unit has received a consumer complaint regarding health and safety, unlicensed activity or other violation. (10%)

Conducts follow-up inspections with licensees subject to disciplinary action to determine compliance with orders of suspension or other terms of probation. (5%)

Consults with establishment owners and licensees to determine causes of violations and educates them by explaining violations and providing literature including forms, publications, pamphlets, rules and regulations. (5%)

30% (E) Inspection Report Information

Maintains daily records of inspections, along with other supporting documentation related to inspections; completes daily, weekly and monthly travel logs and receipts; scans and labels evidence photos; and mails weekly work to the Inspector III for review. (10%)

Prepares detailed declarations and detailed supplemental reports regarding inspections for review by the Inspector III. (10%)

With the assistance of the Inspector III, prepares daily travel plan and activities in effort to meet the Boards mandate of random and targeted inspections. (10%)

5% (E) Court and Legal Issues

Testifies in court or administrative hearings regarding evidence gathered in the course of inspections and investigations. Assists the Department of Consumer Affairs' Division of Investigation investigators on Board related enforcement investigations. May obtain court records and/or other documentation related to the case.

B. Supervision Received

The Inspector I is directly supervised by the Supervising Inspector III, but may also receive direction and supervision from the Staff Services Manager I.

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

The Inspector I has daily contact with Board licensees, and consumers. Additionally, daily contact is maintained with the Inspector III and all levels of staff within the Board, specifically the Inspection and Enforcement Programs. The Inspector I has occasional contact with the Division of Investigation investigators and staff from other law enforcement agencies.

F. Actions and Consequences

Failure to accurately document and report information based on written, verbal and visual observations may jeopardize the integrity of the enforcement cases and the welfare of the public (consumers), and may cause discredit to the Board.

G. Functional Requirements

Ability to walk long distances, willingness to travel throughout the State and work odd and irregular hours; keenness of observation; and neat personal appearance. Weekend, evening work, and overtime may be required. This position requires overnight travel. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation. The ability to handle communications from the public (including licensees) is essential. Valid California Driver License required.

H. Other Information

The Inspector I must be familiar with State laws, rules, and regulations regarding individuals and businesses performing services relating to the cosmetology, barbering, and electrology field; have the ability to determine if violations of the Boards laws, rules and regulations exist and issue citations and assess fines accordingly; have the ability to accurately document and report information based on both written and verbal observations; possess excellent communication skills which enable the inspector to effectively consult with and advise licensees and consumers on the laws and regulations established by the Board.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised: 12/2020